

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT NY 14094

OPEN-COMPETITIVE EXAMINATION
FOR:
POLICE OFFICER

LAST DAY TO FILE:

OCTOBER 17, 2016

Exam No. 66-897

DATE OF EXAMINATION:

NOVEMBER 19, 2016

Released: 08/08/2016

FILING FEE: A non-refundable \$25.00 application fee must accompany each application. If paying by check, make payable to the City of Lockport Civil Service

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Lockport Police Department.

SALARY: Appointments expected at \$40,000/yr.

RESIDENCY

REQUIREMENT: Every Officer initially employed by the City of Lockport is required to live within the County of Niagara.

DUTIES: These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on a special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercises of sound judgment in emergencies

MINIMUM

QUALIFICATIONS: **Candidates must possess an Associate's Degree or must have completed at least 60 semester hours from a regionally accredited or NYS registered college or university upon appointment.**

SPECIAL NOTE: A report from the United States armed forces certifying completion of the tests of general educational development will be accepted, not to exceed 30 credit hours towards the required 60 credit hours as stated above

OFFICIAL TRANSCRIPTS ARE TO BE SENT TO: CITY OF LOCKPORT DEPT. OF CIVIL SERVICE, ONE LOCKS PLAZA, LOCKPORT NY 14094.

SPECIAL REQUIREMENTS:

AGE: Candidates must be at least 19 years of age on or before the examination date to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches the age of 20. **Candidates who reach their 35th birthday on or before the date of the written examination are NOT qualified except as follows:** Candidates may have period of military duty or terminal leave up to six (6) years, as defined in Section 243 (10a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirements.

***SECTION 58.1 (a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy are advised to contact the Civil Service agency to discuss their request).**

CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

DRIVER'S

LICENSE: Candidates must possess a valid New York State Operator's License at time of appointment. Incumbent must maintain a valid license throughout employment. **A COPY OF YOUR LICENSE MUST BE ATTACHED TO YOUR APPLICATION.**

******NOTE: CONVICTION OF A FELONY WILL BAR APPOINTMENT, AND CONVICTION OF A MISDEMEANOR OR ANY OTHER OFFENSE MAY BAR APPOINTMENT.**

******CANDIDATES WILL BE SUBJECT TO A PSYCHIATRIC EVALUATION AS A CONDITION OF EMPLOYMENT, AS WELL AS A POLYGRAPH TEST. IF RESULTS ARE UNFAVORABLE, YOU WILL BE BARRED FROM APPOINTMENT.**

******POTENTIAL CANDIDATES WILL BE REQUIRED TO UNDERGO AN EXTENSIVE BACKGROUND INVESTIGATION TO DETERMINE SUITABILITY FOR APPOINTMENT. FAILURE TO MEET THE STANDARDS FOR THE BACKGROUND INVESTIGATION MAY RESULT IN DISQUALIFICATION.**

SUBJECTS OF
EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination:

City of Lockport Dept. of Civil Service

Municipal Building

One Locks Plaza, Lockport NY 14094

Phone: (716) 439-6659

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THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

PHYSICAL AGILITY:

Candidates who pass the written test will be required to meet qualifying physical fitness standards as prescribed by the Municipal Police Training Council. Copies of these standards are on file with the Lockport Civil Service Commission, and may be reviewed upon request.

This examination will be prepared and rated in accordance with Section 23 of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

If you have applied for other local government examinations, you must submit a Cross Filer Form, to each Civil Service agency with which examinations you are participating in no later than two (2) weeks before the date of the examinations, and you must notify all local government Civil Service agencies with whom you have filed an application of the test site at which you wish to take the examinations.

VETERAN'S CREDITS: Veterans' or disabled veterans' who are eligible for additional credit must submit an application for Veteran's credit and their DD-214 with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including Veteran's credits.

APPLICATIONS:

You are responsible for completing all sections of the application. Your application for this test is part of the examination process. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. Applications may be obtained at the City of Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY or by going to the City web site at lockportny.gov and clicking on Civil Service. **All applications must be received and filed by the close of business on the last filing day, October 17, 2016.**

